

California Energy Commission



CLASSIFICATION: Staff Counsel III (Specialist)
 (Three positions available and will consider downgrading to Staff Counsel I)
TENURE: Permanent
TIME BASE: Full-time
SALARY: \$7,682.00 - \$9,478.00
 (The salary will be adjusted accordingly to comply with the furlough program.)
LOCATION: Office of Chief Counsel, Sacramento, California
FINAL FILING DATE: September 22, 2009

STAFF COUNSEL III DUTIES/RESPONSIBILITIES: The Office of Chief Counsel is involved in all phases of Commission activity, and attorneys have an opportunity to work directly and closely with the state's principal energy policy-makers. Practice in the Office involves hearing work before the Commission, before other state and federal agencies, and occasionally in court. Staff Counsel III works under the general supervision of an Assistant Chief Counsel and performs difficult and complex work in such areas as energy, environmental, public contract, and administrative law. Duties include drafting documents such as legislation, orders, decisions, contracts, and regulations; representing the Commission or technical staff in sensitive and complex proceedings, including power plant licensing cases; and developing legal strategies for the Commission.

STAFF COUNSEL – DUTIES/RESPONSIBILITIES-A duty statement is available upon request.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have strong analytic and writing skills and have knowledge and experience in (1) California public contract law; (2) state and federal environmental and energy law; (3) California laws governing regulatory agencies; and (4) administrative hearings. An applicant for Staff Counsel must be a member of the State Bar.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have list, transfer, reinstatement, or SROA/Surplus eligibility. This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience, knowledge, and skill and only the most qualified will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Muoi-Lynn Tran (140-078,081,082)
 Chief Counsel's Office
 California Energy Commission
 1516 Ninth Street, MS-14
 Sacramento, CA 95814
 (916) 654-3951

140-5795-026,027,028

California Relay (Telephone) Service
 for the Deaf or Hearing-Impaired
 From hTDD Phones: 1-800-735-2929
 From Voice Phones: 1-800-735-2922

JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

RECRUITMENT IS LIMITED TO EMPLOYEES OF THE CALIFORNIA ENERGY COMMISSION [OPTIONAL].

When the Commission is in a hiring freeze, all JOBS must include this statement. If, during a hiring freeze, the unit wishes external recruitment, approval to do so must be obtained in advance from the Executive Management Team.

CLASSIFICATION [REQUIRED]. Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

TENURE [REQUIRED]. Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL]. When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

TIME BASE [REQUIRED]. Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

Will consider appointments less than full time [OPTIONAL]. If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

SALARY [REQUIRED]. Provide the salary range. Provide each range if there is more than one.

LOCATION [REQUIRED]. Provide only the office name and/or division name, and Sacramento, California.

FINAL FILING DATE [REQUIRED]. Leave blank. The final filing date will be determined by the Personnel Analyst.

DUTIES/RESPONSIBILITIES [REQUIRED]. Briefly describe the primary duties of the position (from the duty statement).

DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED]. Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

WHO MAY APPLY [REQUIRED]. Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

[For Energy Analyst positions only] Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test] [OPTIONAL]. All Energy Analyst JOBS must include this statement.

Training & Development Assignments may be considered [OPTIONAL]. If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

Miscellaneous statements here [OPTIONAL]. Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED]. Use the language provided. Insert the contact person's name, mailing address, and public and calnet phone numbers.